



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
POWER SUPPLY PLANNER	45	B	6.909
ASSISTANT POWER SUPPLY PLANNER	43	B	6.910

SERIES CONCEPT

Power Supply Planners manage day-to-day power supplies for the customers and contractors of the Colorado River Commission (CRC); conduct studies and other planning activities in order to meet future resource needs in the most appropriate manner considering cost and risk factors and other externalities.

Plan, prepare and present a variety of studies and planning projects related to power supply; analyze and evaluate data related to supply usage and requirements; develop and coordinate long and short range planning studies to assist in resource utilization, system load planning and coordination with other utilities; develop load forecasts based on a variety of data; conduct cost studies, rate studies and other economic analyses.

Administer CRC power supply contracts, transmission service contracts, and load and ancillary service contracts; prepare and negotiate sales, purchase and exchange agreements with other power suppliers; ensure that work is performed within established standards of quality and timeliness, fiscal constraints and other contract terms.

Plan, organize, develop and implement procedures for day-by-day and hour-by-hour coordination between Southern Nevada Water Authority (SNWA) water operators and CRC real-time schedulers; oversee and coordinate the work of the CRC and contract personnel assigned to meter reading, billing and accounting, and real-time scheduling and energy purchasing for the SNWA and other customers as necessary; prepare monthly and yearly power supply and transmission service schedules.

Plan, coordinate and manage the power planning function in accordance with established CRC policies and procedures and principles of sound financial management; ensure compliance with regulatory requirements imposed by federal, state and local agencies; prepare annual power supply plans.

Prepare a variety of analytical reports and recommendations concerning power management and power planning; plan and prepare graphic presentations of data and other visual aids; present information to large and small groups within the CRC and the community; develop and implement data collection systems to facilitate power planning and management functions.

Prepare requests for proposal and distribute to contractors engaged in load control, transmission service, real-time scheduling and ancillary services; participate in evaluating proposals and awarding contracts; develop and negotiate power supply and transmission service contracts.

Evaluate demand management opportunities with customers and evaluate renewable energy options.

Communicate with local, state and federal officials, regulatory agencies, project staff, vendors, contractors and others regarding power supply planning and management; represent the CRC at a variety of public meetings and make presentations as required.

Perform related duties as assigned.

CLASS CONCEPTS

Power Supply Planner: Under general direction of the Division Chief, Power Department, the incumbent manages power supplies for customers and contractors of the CRC, and performs the full range of duties described in the series concept. In addition, the incumbent supervises and evaluates the performance of assigned personnel; plans and provides for training and continuing education opportunities to ensure optimum performance; and formulates and implements work performance standards consistent with principles of effective management.

Assistant Power Supply Planner: Under direction of the Power Supply Planner, the incumbent manages, coordinates and oversees day-to-day activities related to the Power Delivery Project, Basic Substation Project, Southern Nevada Water System and other electric facilities under the control of the CRC. The incumbent participates in the full range of duties described in the series concept and is authorized to act on behalf of the Power Supply Planner in his/her absence or as requested.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and for continued employment.
- * In order to meet the needs of the agency, specific experience requirements may be required and will be identified at the time of recruitment.

Applicants must have demonstrated experience in the following technical areas: operation of metering systems, billing systems and accounting systems for electric utility operations; rate setting procedures and methods conforming to Federal Regulatory Commission (FERC) regulations and American Public Power Association guidelines; Western Electric Coordinating Council power system operations.

POWER SUPPLY PLANNER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, economics, or finance and five years of increasingly responsible management experience in power supply planning or power system operations for an electric power system, including dispatch center operations and real-time scheduling; **OR** an equivalent combination of education and experience in the utility industry; **OR** two years as an Assistant Power Supply Planner in Nevada State service. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices applied to planning and procuring power supplies for wholesale and end-user applications; power contracts and rate setting theory and application; contract management; budget preparation and cost management; interrelation of power generation, transmission and distribution; regulatory agencies and policies which govern power supply and transmission service; scheduling procedures and accounting for power transactions. **Working knowledge of:** the regulatory environment within which power utilities operate. **Ability to:** plan and conduct long and short range planning studies; analyze cost, rates and other economic factors; analyze data and develop appropriate plans and recommendations concerning power supplies; negotiate and/or manage CRC contracts for real-time scheduling and energy purchasing; coordinate procedures between customer and CRC real-time schedulers on a daily and hourly basis; administer power supply, transmission service, and load control contracts. **Skill in:** establishing and maintaining cooperative and effective working relationships with others; preparing and presenting oral and written reports; *and all knowledge, skills, and abilities required at the lower level.*

MINIMUM QUALIFICATIONS (cont'd)

POWER SUPPLY PLANNER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: principles and practices applied to planning and managing power supplies for wholesale and end-user applications; power supply planning principles and practices; contract management; budget preparation and cost management; regulatory agencies and policies which govern hydroelectric power supply; maintenance and operation of high capacity power equipment. **Working knowledge of:** principles of training and supervision.

ASSISTANT POWER SUPPLY PLANNER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, economics, finance and three years of increasingly responsible professional and management experience in power supply planning or power system operations for an electric power system, including dispatch center operations and real-time scheduling; **OR** an equivalent combination of education and experience in the utility industry. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: principles and practices related to the authorization, scheduling, purchase and sale of power resources; planning of power supply functions, contract development and supply location; power rate-making theory and application; operation and maintenance of the Supervisory Control and Data Acquisition (SCADA) system as required to provide data related to power deliveries; development of emergency response plans for system needs; economic practices as applied to electric utilities; interrelation of power generation, transmission and distribution facilities of an electric utility; applicable laws, regulations, codes and policies. **Ability to:** communicate and work effectively with local, State and federal officials including regulatory agencies, project staff, vendors, contractors and others regarding power system resources and needs; conduct comprehensive studies of rates and costs and prepare forecasts; prepare effective analytical reports and recommendations. **Skill in:** communicating effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Power Supply Planner.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.909</u>	<u>6.910</u>
ESTABLISHED:	7/18/97UC	1/1/00R
REVISED:	1/1/00R	5/30/00UC
	5/30/00UC	
REVISED:	9/19/03PC	9/19/03PC